

1593-02
APPLICATION FOR RECORDS RETENTION SCHEDULEGeorgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/26/82	1. Agency Address Georgia Department of Labor Employment and Training Division CETA Training Section 501 Pulliam Street, S.W., Room 350 Atlanta, Georgia 30312	Application Number 75-101-A	
Application Number DL - 019		Date Received MAY 6 1982	Date Completed MAY 19 1982
2. Person to Contact Billy J. McLeod		Working Title State Employment Section Supervisor	Telephone Number 656 - 3166
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 75-101 & 75-101A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 7/74 Present		5. Records Series Title (followed by title used in office, if different) Comprehensive Employment and Training Act (CETA) On-The-Job Training Project File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Employment and Training Division under the general administrative direction of the Deputy Director, Employment Security Agency, is responsible for the development, implementation and supervision of CETA Programs. The CETA Training Section reviews requests for training and prepares contracts for funding of projects, interprets and releases to staff and local office any changes in procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Developing and funding OJT projects in compliance with the Comprehensive Employment and Training Act (CETA) of 1978. Included are: Information furnishing dates training was started and completed, number of days in training, cumulative reimbursement earned, and activity involved in training. Forms Included: CETA On-The-Job Training Program Contract (CETA Form 302), CETA OJT Program Supplemental Agreement (CETA Form 330), CETA OJT Worksheet (CETA Form 303W/S), CETA Monthly OJT Program, Progress Report/Invoice (CETA Form 303) and Related correspondence. File is arranged: Geographically by area; thereunder numerically by project number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Code 54-237(1) and 54-642.1
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? GDOL Fiscal & Central Records, GSES Trng Area Off., Contracting Employer.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | 3 years. | f. Federal retention instructions | 3 years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

P.L. 95-524 (CETA) dtd 10/27/78, Sections 103(a)(11) and 133(a)(1).

41 CFR 29-70.203-2, 29-70.203-1(b), 29-70.203b-1 and 29-70.203b-2.

GDOL Administrative Procedures Manual Part II, Section 11716.01.

Records to be available to Secretary of Labor for litigations, audits and claims.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 2 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Destroy on the satisfactory completion of all audits, claims or litigation

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Howard P. [Signature]	4-2-82	William D. Johnson	5-3-82
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
Walter [Signature]		Michael [Signature]	5-3-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee	Carroll Hart	5-17-82
	Attorney General/Designee	George [Signature]	5-19-82

(Reverse Side)

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

75-101-A

NOV 17 1980

Record Series Title: 75-101 On-the-job Training
Project File

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

54-637(1)

62 Code 54-642.1

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 20, 1979; 29-70.203b-3b1,2.

Division Director/Designee:

Date

9/2/80

Records Management Officer (RM&C):

Date

7/30/80

ESA Director:

Date

State Auditor/Designee:

Date

10-30-80

Secretary of State/Designee:

Date

10-27-80

Attorney General/Designee:

Date

11-12-80



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 3-17-75		INSTRUCTIONS : See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 19 1975 75-101 APR 15 1975	
2. Agency Application No. DL-019		3. AGENCY, Division, Subdivision & Administering Office Address Department of Labor Manpower Programs Operations Division CETA Training Section 501 Pulliam St., S. W., Room 350 Atlanta, Georgia 30312		4. Person to Contact Clifford L. Granger	
		5. Working Title State OJT Coord.		6. Tel. No. 656-3166	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series July 1974 - Present		9. Exact Series Title COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) ON-THE-JOB TRNG. PROJ. FILE			
10. What is the function of the office in which this record series is created? The Manpower Programs Operations Division under the general administrative direction of the Deputy Director for Manpower, Employment Security Agency, is responsible for the development, implementation and supervision of manpower programs. CETA Training Section - Reviews requests for training and prepares contracts for funding of projects, prepares monthly report for all allowance payments, interprets and releases to staff and local offices any changes in procedures.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Developing and funding OJT projects in compliance with the CET Act of 1973. Included are: Information furnishing dates training was started and completed, number of days in training, cumulative reimbursement earned, and activity involved in training. Forms included are Declaration of Interest in Conducting On-theJob Training Under the CETA, (CETA Form 301), Comprehensive Employment and Training Act On-theJob Training Program Negotiated Fixed-Price Contract (CETA Form 302), CETA OJT Program Supplemental Worksheet (no form no.), CETA-OJT Work Sheet for CETA-303, CETA Monthly OJT Program, Progress Report/Invoice (CETA Form 303), Client Status Change Notice (CETA Form 3), Contracts between companies involved in the OJT program and the Ga. Dept. of Labor and related correspondence. File is arranged: Geographically by area; thereunder numerically by project number.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		3	4.5	3 4.5	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES: 10 7 0 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? | [X] | [] |
| 14. Is there a duplication of this series in another office or agency?
Ga. Dept. of Labor Fiscal Ofc., Central Records Unit, GSES Training Area Ofc.
and Contracting Employer has copy. | [X] | [] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [X] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [X] |
| 18. Could the function be performed if the files were lost or destroyed? | [X] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file? | [] | [X] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Employment Security Manual, Part I, Chapter 11700 and Agency Administrative Procedures Manual, Part II, 11716.01 | [X] | [] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] | [X] |

24. REQUIREMENTS. The following requires the files to be kept 3 yrs. following final action on project years: (final action is the 6-month follow-up on trainee)
- | | | | | | |
|------------------|------------------------------|---------------------|--------------------|--------------------------------|-------------------------|
| a. [] STATE LAW | b. [] STATUTE OF LIMITATION | c. [] AUDIT PERIOD | d. [X] FEDERAL LAW | e. [] ADMINISTRATIVE DECISION | f. [] HISTORICAL VALUE |
|------------------|------------------------------|---------------------|--------------------|--------------------------------|-------------------------|
- (Cite Law, Statute, or other reason for the retention requirement)

Administrative Procedures Manual - Part II, 11716.01

"CETA records become obsolete 3 years from date of last action taken on project."

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER See below, then:

Upon completion of 6-month follow-up of all trainees, transfer to inactive file.

Cut-off inactive file at end of each fiscal year; hold in current files area 1 year; then

CET Section (Central Office) File: Transfer to State Records Center; hold 2 years; then destroy.

District Office File: Transfer to local holding area; hold 2 years; then destroy.

Records Management Officer (Signature) <u>[Signature]</u> Date <u>3-17-75</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	[Signature]	3-17-75	
	State Auditor/Designee [] Approved [] Disapproved	[Signature]	4-14-75	
	Secretary of State/Designee [X] Approved [] Disapproved	[Signature]	4-11-75	
	Attorney General/Designee [X] Approved [] Disapproved	[Signature]	4-14-75	

STATE RECORDS
COMMITTEE